

JOB OFFERS: ACCEPTING OR DECLINING

Find more
documents here



Job acceptance letter is a letter detailing your acceptance of the position along with the terms and conditions. It is addressed to the hiring manager or individual who initially extended the offer of employment. This letter should include basic details of the job (i.e. title, starting date, salary, location) and appreciation for the opportunity provided.

Date

Human Resource/Hiring Manger

Company Name

Department (if applicable)

Street Address

City, State and Zip Code

Dear Mr./Ms. _____,

I am formally accepting the job offer extended to me for the position of [Position Title]. I am grateful for the opportunity and feel confident that I can make a significant contribution to [Organization] in [Location]. As discussed, I will begin work on [Date] with an annual salary of [Amount (\$)], with an added allowance of [Amount (\$)] for moving expenses.

I look forward to working with you and your team. Please let me know if there is any additional information or paperwork needed prior to my start date. You can reach me at [Email Address/Phone number].

Sincerely,

Your Signature

Print Your Name

When **declining** a job offer, you should consider writing a letter to the employer stating your decision to decline the position. Always be professional and courteous in the event you may want to apply for another position with this organization in the future. Be mindful of timeframes and deadlines.

Dear Mr./Ms. _____,

Thank you for extending the [Position Title] position at [Organization].

While I firmly believe in the mission of your organization and found aspects of the position appealing, I regret to inform you that I am declining the position for [Job Position].

I hope that if another opportunity presents itself in the future, that I may be considered.

Sincerely,

Your Signature

Print Your Name

Updated 08/2023